



STUDENT CENTER USER'S GUIDE

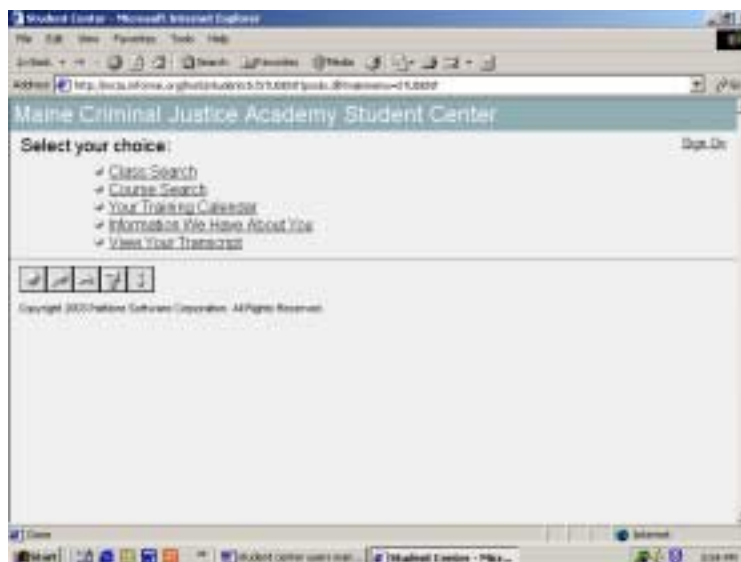
STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY
15 Oak Grove Road
Vassalboro, Maine 04989

Starting June 15, 2004, law enforcement and corrections personnel will be able to check transcripts and register for classes on line using the Maine Criminal Justice Academy's "**Student Center**". "**Student Center**" lists all up-coming classes by category, lets officers view class descriptions, register for classes, view their personal training schedule and obtain an un-official transcript of classes they have attended.

The link to "**Student Center**" is on the Academy's web-site; www.state.me.us/dps/mcja under "Training", "Upcoming Classes".

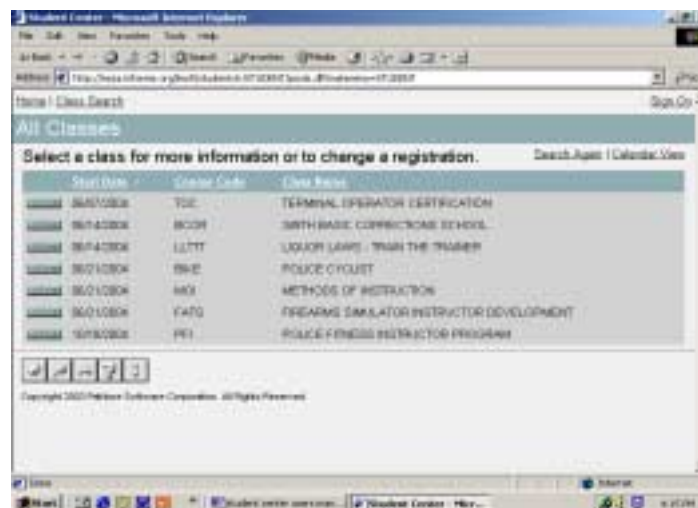
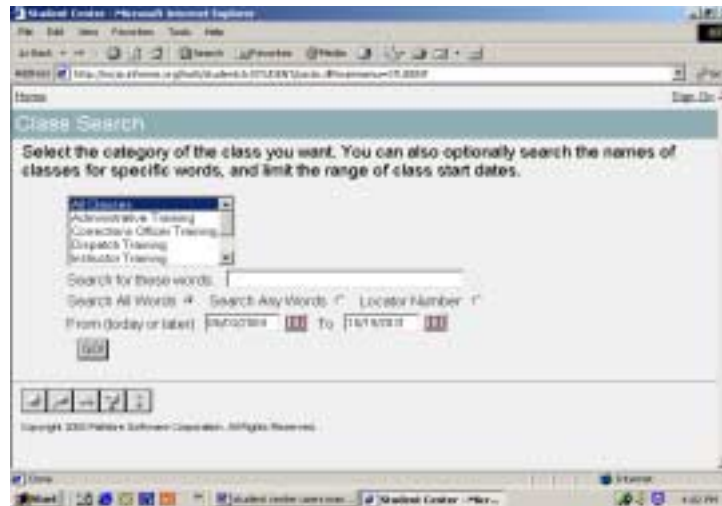


When selecting this link you will be brought to the "**Student Center**" home page. From this page you have many options:



Viewing Up-coming Classes:

To view upcoming classes, select “*Class Search*”. This will allow officers to select the category of classes they wish to view or they may view all classes. Classes can be viewed in list or calendar view.



By selecting a particular class, officers can view a description of the class, the dates of the class and course cost.



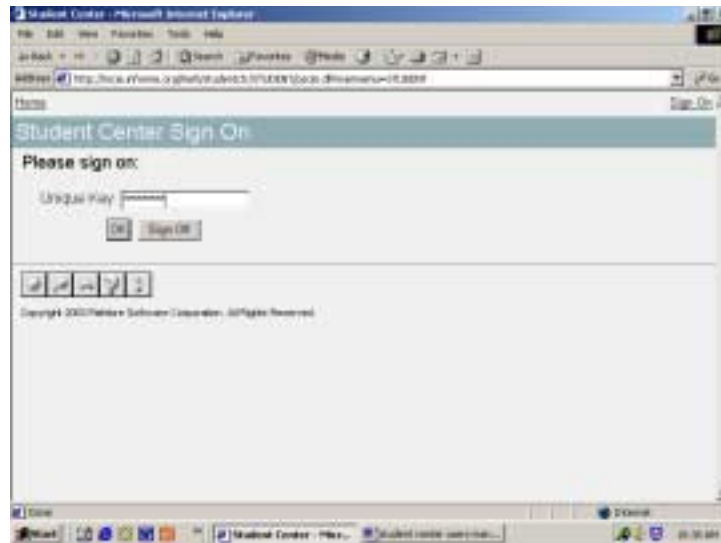
Registering for Classes:

To register for a class, select “*For registration information, click here*” which presents this screen.



To proceed beyond this page, officers will need a password which is a unique identifying number assigned to them. ***The Academy will not provide this number to individual officers*** but to the chief administrative officer of their employing agency.

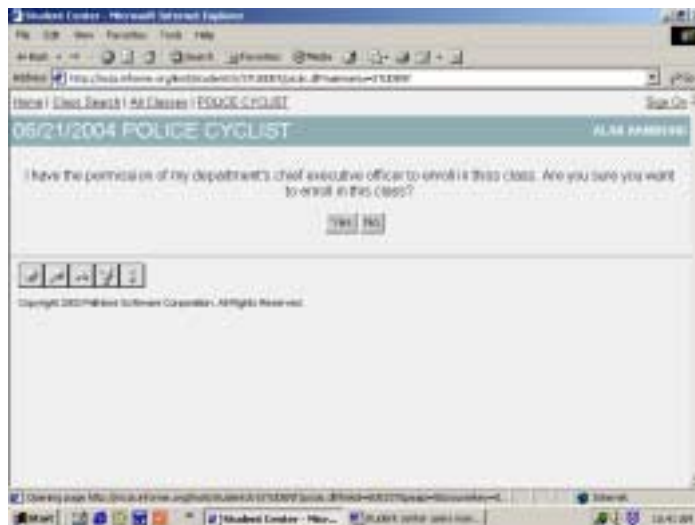
To register for a class, officers enter their unique identifying number and then select “***O.K.***”



Once signed in, officers will see their name in the upper right hand corner of the screen.



To register for this class select ***“Enroll in this class”***.



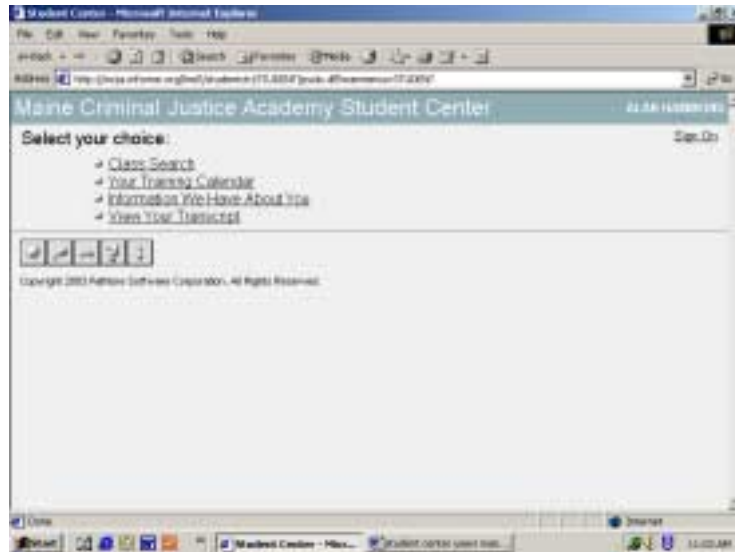
Prior to selecting “yes”, officers must agree that, ***“I have the permission of my department’s chief executive officer to enroll in this class.”*** Selecting “yes” will register you into the class. Selecting “No” will return you to the course description.

Officers registering for a class are not automatically selected for the class. They are registered as a ***“wait status”***. The training coordinator for the class will review applicants and make selections according to the Maine Criminal Justice Academy’s policy on in-service course enrollment.

Written or e-mailed notifications of acceptance into a class will be sent to the chief administrator of the employing agency and the enrolled officer approximately 30 days prior to the start of the class. Class cancellations must be in writing no less than one week prior to the beginning of the class to avoid being billed for tuition.

Checking Transcripts:

Officers can view classes they have attended by selecting, “*View your transcript*” from “*Student Center's*” home page.



This will allow the officer to view a list of all classes they have completed at the Maine Criminal Justice Academy as well as the agencies they have been employed with.

Agency “classes” show an artificial “placeholder” starting date of 01/01/2010.

You can view class details by selecting the class. Classes held prior to 01/01/2000 will not show a description.

Problems using the system?

Contact the Maine Criminal Justice Academy at 877-8000.